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ASX RELEASE

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## VIRTUAL MEETING GUIDE

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### IMPORTANT INFORMATION IN REGARD TO SHAREHOLDER MEETING VOTING

In light of the current global outbreak of the Coronavirus (COVID 19) and the Victorian Government's response in restricting gatherings and implementing social distancing requirements, the Company has decided that special arrangements will apply to our upcoming Shareholder Meeting on 27 November 2020.

### IN THE INTERESTS OF PUBLIC HEALTH AND SAFETY, THE COMPANY HAS DECIDED NOT TO ALLOW SHAREHOLDERS TO PHYSICALLY ATTEND THE SHAREHOLDER MEETING.

The Board considers that the health, safety and welfare of the Company's staff, its Shareholders and other stakeholders is of paramount importance. The Shareholder Meeting will be accessible to all Shareholders virtually via a live webinar, further details of which are set out below.

All resolutions at the Meeting will be voted on by electronic poll. Shareholders who are entitled to vote may vote either prior to the Meeting by appointing a proxy or by poll during the Meeting (such poll to be taken electronically). Further details of the voting methods open to Shareholders are set out in detail below.

#### How Shareholders Can Participate:

##### ***Voting by Proxy***

Shareholders are encouraged to **appoint the Chair of the Meeting as their proxy**. Shareholders can complete the proxy form to provide specific instructions on how a Shareholder's vote is to be exercised on each item of business, and the Chair of the Meeting must follow your instructions. Lodgment instructions (which include the **ability to lodge proxies via email**) are set out in the Proxy Form attached to the Notice of Meeting.

Proxy votes must be received by **2.00pm (AEDT) on 25 November 2020**, 48 hours prior to the meeting.

##### ***Voting by Poll***

Shareholders who wish to vote during the virtual Meeting must notify the Company Secretary of their intention by emailing [admin@octanex.com.au](mailto:admin@octanex.com.au) by no later than **2.00pm (AEDT) on 26**

**November 2020**, the day prior to the Meeting and provide their registered Shareholding details and the Company Secretary will verify their Shareholding.

Shareholders will be able to submit their electronic vote immediately after the Chair calls for a vote on each Resolution.

### **Questions**

Shareholders may **submit questions in advance of the Shareholder Meeting** to the Company Secretary. Questions must be submitted by email to the Company Secretary at [admin@octanex.com.au](mailto:admin@octanex.com.au).

Shareholders will also have the opportunity to submit questions during the Meeting in respect to the formal items of business as well as general questions in respect to the Company and its operations.

As there will be no Company presentation delivered at this meeting, interested Shareholders are encouraged to view the Company's most recent quarterly activities report released to ASX on 22 October 2020, a copy of which is available on ASX and the Company's website

### **Webinar**

To facilitate an orderly and secure Meeting, Shareholders must register their attendance with the Company by **2.00pm (AEDT) 26 November 2020**, the day prior to the Meeting, by emailing the Company Secretary at [admin@octanex.com.au](mailto:admin@octanex.com.au) and including your Holder Name, Address and HIN or SRN. The Company will then provide you via return email with the access details and password to participate in the Meeting via the live webinar facility.

### **Enquiries**

Shareholders are encouraged to contact the Company Secretary by email at [admin@octanex.com.au](mailto:admin@octanex.com.au) if they have any queries in respect of the special arrangements applying to this Meeting.

Authorised by the Board.

For further information:

Rob Wright  
Company Secretary  
Email – [admin@octanex.com.au](mailto:admin@octanex.com.au)  
Web – [www.octanex.com.au](http://www.octanex.com.au)